



## **SENIOR PERSONNEL MANAGEMENT CONSULTANT**

**\$ 60,216 – 75,276 ANNUALLY + potential performance bonus**  
**POSITION LOCATED IN MADISON, WISCONSIN**  
**OPEN UNTIL FILLED**

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### **THE ORGANIZATION**

CPS is a self-supporting public agency offering a full range of human resource products and services to over 1500 federal, state and local government agencies and private non-profit agencies across the United States and Canada. Among the services provided to clients are test development and administration, classification and compensation studies, executive recruitments, organizational development, strategic compensation design and implementation, human resource training, performance management, and workforce planning. Our main office is in Sacramento, California, with consulting branch offices in Madison, WI and Washington, DC and regional offices in Atlanta, GA, Chicago, IL, and Crystal City, Virginia.

Our vision is to improve Human Resources in the public sector. Core values promote client satisfaction, high quality of work life, and financial returns that assure long-term sustainability. Our employees participate in a results-oriented pay plan that allows for accelerated advancement of base pay and lump sum payments for exceptional service and contributions to organizational success. CPS believes in sharing its success with the employees who make it happen! More information on CPS can be found at [www.cps.ca.gov/](http://www.cps.ca.gov/).

### **THE POSITION**

Our Madison, WI office is seeking a Senior Personnel Management Consultant to serve as a consultant for various human resources projects. The Senior Personnel Management Consultant is expected to possess a strong understanding of and have extensive prior experience in public sector human resources and a strong understanding of personnel practices and regulations. The Senior Personnel Management Consultant may consult on a wide variety of projects including classification, compensation, reengineering, organizational redesign and performance management projects, independently and as part of a team. This position works closely with Senior Managers to propose and implement process changes that will improve CPS and the Madison office. This position will also market CPS products and services, prepare and conduct presentations to professional organizations, associations, clients and internal staff.

### **KEY DUTIES:**

- Performs complex human resources/personnel consulting and analysis.
- Assists the Senior Manager in the development and roll out of new regional offices.
- May meet with the primary client and serve as the immediate point of contact for the client.
- Working with our Marketing firm to establish marketing plans for each region.
- Develops new products and methodologies which will include pricing, budgets and work plans.
- Tracks project status and budget.

- May represent CPS at meetings and conferences; makes public presentations on behalf of CPS.
- Prepares proposals and cost estimates, presents proposals to clients; negotiates contract terms; prepares and implements project plans.
- Establishes and maintains cooperative and collaborative relationships with clients; ensures clear communication and timely completion of projects; facilitates and resolves concerns.
- Establishes and maintains collaborative relationships with consultants, CPS staff, partners and subcontractors to ensure project requirements are understood and met.
- Coordinates activities and efforts with the CPS Regional Offices.
- Provides additional support to the CPS Senior Manager on an as-needed basis.

## **QUALIFICATIONS**

Successful candidates are expected to possess the following:

### **Ability to:**

- Prepare detailed narrative and technical reports
- Compile and analyze information and make sound recommendations
- Establish and maintain effective working relationships with clients, coworkers, applicants and others
- Monitor project budgets and prepare cost estimates
- Work accurately and effectively amid multiple priorities and deadlines
- Identify obstacles and problems as well as recommend and implement solutions
- Plan, schedule and complete assigned tasks with minimal guidance and supervision
- Work independently and as part of a team
- Communicate effectively, orally and in writing, with CPS Team members and client staff
- Maintain strong customer focus at all times
- Maintain a polished professional appearance at all times
- Work closely with the CPS Senior Manager to make the project successful

### **Skills:**

- Strong problem resolution skills
- Customer service skills
- Leadership skills
- Proficiency in MS Windows and MS Office 2000 applications (Outlook, Word, PowerPoint, Excel and Access) MS Project highly desirable
- Strong organizational and planning skills
- Excellent communication and interpersonal skills

- Multi-tasking competencies to manage multiple efforts or projects

#### **Knowledge Of:**

- Principles and practices of public administration
- Advanced principles and practices of federal agency recruitment, selection, classification and compensation
- Advanced principles and practices of reengineering, organizational redesign and performance management
- Principles and practices of organizational development and analysis
- Principles of project management
- Technical report writing techniques
- Applicable Federal, State and local laws and regulations

#### **Education:**

The ideal candidate will possess a Master's degree in Human Resource Management, business or public administration or related field. A Bachelor's degree in one of the above fields is required. Candidates who lack a Master's degree may substitute additional qualifying experience.

#### **Experience:**

A Senior Personnel Management Consultant must possess a minimum of four years of broad and progressively responsible professional personnel experience, preferably in the public sector, including responsibility for recruitment, classification and compensation and organizational development. Prior experience as a consultant performing and managing consultants who provide services to public agency clients may also be considered.

#### **Physical and Mental Requirements:**

- Vision sufficient to clearly see computer monitors and written documentation
- Ability to travel by plane, rail, or auto

### **SALARY AND BENEFITS**

#### **SALARY RANGE:**

**\$60,216 - \$75,276 with potential for significant performance based bonus**

#### **BENEFITS**

- **Parking** – Parking is available.
- **Insurance** – CPS provides health, dental, vision, and life insurance plans.
- **Leave** – CPS provides a generous leave plan including 16 personal leave days per year (vacation and incidental illness), 6 long-term sick leave days per year (which may be accrued), and 7 regular and 4 floating holidays.
- **Retirement** – CPS is a California Public Employee's Retirement System member. This is a defined benefit plan based on years of service and age at retirement. CPS offers a 2% at 55 retirement benefit.

CPS also offers a 457 plan (deferred compensation plan). CPS does not participate in Social Security, except for Medicare.

- **Flexible Spending** – CPS offers a Dependent Care Assistance Plan and a Health Care Spending Account, which allows participants to use pre-tax monies to pay for childcare, elder care and/or out of pocket health care expenses.

## SELECTION PROCESS

Interested candidates **must** complete the on-line application form at [www.cps.ca.gov](http://www.cps.ca.gov) under **Job Opportunities to be considered**. Faxes, resumes, e-mails and/or phone calls will **not** be accepted. Letters of reference/recommendation are not desired nor accepted at the initial stage of recruitment. Qualified candidates must be able to successfully complete a background check.

A Screening Committee will review the submitted applications, contact and select the most qualified candidates to either provide additional information or participate in an oral interview. The application process will remain open until filled. This position may close as soon as sufficient qualified candidates are received. **A first screening will take place effective May 24<sup>th</sup> for applications received by that date.**

**CPS IS AN AT-WILL EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER** to all, regardless of race, color, ancestry, religion, sex, national origin, marital status, age, sexual orientation, mental or physical disability or perceived disability.

CPS is in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Qualified women, minorities, individuals with disabilities and veterans are encouraged to apply.